



DEPUTY WATER SUPERINTENDENT

Provisional Civil Service Appointment Pending Exam

Salary Range: \$71,407 – \$84,849

Excellent Benefit Package

GENERAL STATEMENT OF DUTIES:

Is responsible in command and responsibility of the Newburgh Water Department; Is responsible for the direct supervision of the distribution division or purification division of the Water Department as assigned by the Superintendent.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Water Superintendent is second in command of the Water Department and in the absence of the Superintendent, assumes the complete responsibility of the Water Department. This is a technical administrative position involving the exercise of authority delegated by the Superintendent. In doing so, the Deputy must assume decision making responsibilities in developing policies and procedures, supervising personnel, budgeting, training and other administrative tasks necessary to carry out efficient operation of the department. Policies and procedures formulated by the Deputy are subject to review and approval by the Superintendent. The Deputy works in accordance with the directives of the Superintendent in administering policies and procedures. Must be available at all times for emergencies and repairs to the distribution system and/or purification plant.

TYPICAL WORK ACTIVITIES (Illustrative Only)

- Plans, coordinates and reviews the operations in accordance with department policies;
- Establishes budgetary needs;
- Institutes, directs and may conduct training sessions for employees;
- Schedules, assigns and directs duties of departmental units;
- Supervises and recommends or assigns discipline of personnel;
- Develops, conducts and supervises departmental projects and programs of a regular and special nature;
- Directs or completes record keeping methods and procedures;
- Conducts inspections to ensure proper use of departmental supplies, facilities and equipment;
- Aids in the development of favorable departmental public relations by meeting with individuals and groups to explain and interpret laws, regulations, policies and procedures of water distribution and purification systems and operations;

- Aids the Superintendent in determining departmental goals and objectives and developing plans to meet them;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough practical knowledge of the principles and practices of water department administration;
- Thorough knowledge of tools, equipment, materials and procedures for the complete and safe operation of a water distribution or purification system;
- Thorough knowledge of the principles and applications of physics, chemistry, bacteriology and hydraulics as they relate to water distribution or purification systems;
- Ability to maintain discipline and promote morale.
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a high school equivalency diploma, possession of a New York State Grade IA Water Treatment Plant Operator's License at time of appointment and throughout tenure and 1 year of management level supervisory experience. Valid NYS Driver's License throughout tenure.

SPECIAL REQUIREMENTS:

Possession of a NYS Grade D Distribution Certificate issued under the provisions of the New York State Sanitary Code within twelve months of appointment. Possession of certification throughout tenure.

Send resume with cover letter via email to mmills@cityofnewburgh-ny.gov through August 31, 2015.

The City of Newburgh is an Equal Opportunity Employer.

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